

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

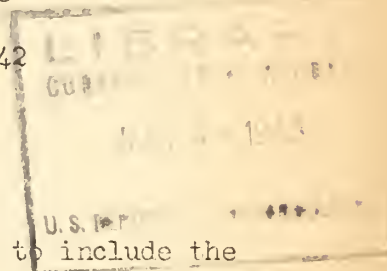
1. 96
A 26 PM
copy 1

UNITED STATES DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE
Washington, D. C.

FIELD MEMORANDUM SCS #1061-C

Re: Reorganization of the
Service

July 24, 1942



TO ALL RANKING FIELD OFFICERS:

Section C of Part 1 of Field Memorandum 1061 is supplemented to include the following authorities, responsibilities, and functions to be performed at the State Conservationist's Office:

- (1) Issues travel authorizations for travel within the State.
- (2) Maintains operating budgets:
 - (a) Prepares budget estimates for work in State.
 - (b) Maintains encumbrance registers.
 - (c) Prepares and adjusts obligation documents.
 - (d) Requests adjustments in allotments.
 - (e) Prepares quarterly operating budget reports.
- (3) Maintains salary record cards for all employees payrolled by the State Conservationist's Office who are not employed on an annual salary basis.
- (4) Prepares payrolls for all employees administratively attached to the State Conservationist's Office.
- (5) Maintains necessary personnel files. (It is not contemplated that complete personnel files will be required at State Conservationists' Offices.)
- (6) Employs personnel under Letter of Authorization and reviews Forms 210 and 212.
- (7) Prepares and reviews Forms 204 (Requests for Personnel Action) initiated within the State.
- (8) Posts Forms 204 and official notifications of approval to Organization Chart (to keep current) and maintains a complete file of job descriptions for each position formally allocated.
- (9) Investigates accidents, fires, etc. Either makes investigation (if occasion demands) or designates someone to do this at various field offices and make required reports.
- (10) Keeps appropriate files.
- (11) Maintains records and statistics work required of the State Conservationist's Office.

(12) Purchase authorities:

- (a) Purchases in open market up to \$50 if regular funds are involved and \$100 when CCC funds are involved.
- (b) Purchases on Treasury Procurement Supplies (TPS) contracts, with exceptions, when stated by the Regional Office.
- (c) Makes emergency purchases.
- (d) Submits requisitions for all other items to the Regional Office with as complete a description as possible.
- (e) Distributes invitations to bid prepared by the Regional Office. Bids (excepting on those on space, see instructions in Item 13) will be sent directly to Regional Office by vendors for opening and award.

(13) Leases:

- (a) Canvasses possibilities for space for all offices within the State.
- (b) Submits requisitions to the Regional Office for space required with lists of prospective bidders. Invitations to bid will be issued by the Regional Office for opening in the State Conservationist's Office.
- (c) Opens bids and makes recommendations to the Regional Office concerning the awards to be made.
- (d) Makes pre-renewal canvass on space.

(14) Public utility contracts:

- (a) Prepares and executes SCS contracts except where two or more utility companies operate in the same location, in which case they will be executed in the Regional Office. Prepares and forwards to the Regional Office all public utilities contracts on CCC.

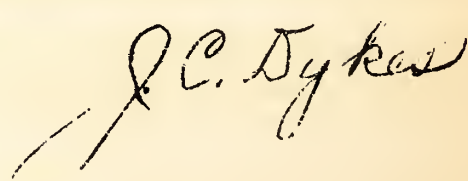
(15) Property:

- (a) Maintains property records on State Conservationist's Office property only. (State Conservationist's Office to have responsibility for use of equipment, within State, but property control records to remain in the Regional Office.)

(16) Supervises, trains, and assists clerical personnel in field offices.

(17) Prepares and completes purchase vouchers in accordance with procedure that is being prescribed concurrently with the issuance of this memorandum.

As soon as an analysis now under way pertaining to the approval of leave and the maintenance of leave records has been completed, this memorandum will be supplemented with a uniform policy and procedure to be applied to this work. Until this supplement is issued field offices should continue arrangements now in effect.



Acting Chief